

अण्डमान तथा
Andaman And



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अण्डमान तथा निकोबार प्र' ासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

NOTIFICATION

Port Blair, dated the 16th February, 2011

No. 61/2011/F. No. 2-23/2006/Rev.— In exercise of the powers conferred by the provision to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs, Notification No. 14/3/60-ANL dated 1/04/1960 and in supersession of previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'C' posts of Revenue Inspector/ Assistant Land Record Officer, Surveyor & Draftsman/ Revenue Draftsman, Surveyor, Draftsman, Computer (Revenue), Store Keeper and Patwari borne in the establishment of Deputy Commissioner under Andaman and Nicobar Administration, namely :-

1. SHORT TITLE AND COMMENCEMENT :

- (1) These rules may be called the Union Territory of Andaman and Nicobar Administration, (Group 'C' post of Revenue Department) Recruitment Rules, 2011.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POSTS, CLASSIFICATION & SCALE OF PAY :

The number of posts, their classification and the scale of pay attached thereto shall be as specified in paras 2 to 14 of the Schedules annexed to these rules.

3. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATION :

The methods of recruitment of the post, age limit, qualifications and other matters relating thereto shall be as specified in paras 5 to 14 of the said Schedule.

4. DISQUALIFICATION: No person –

- a) Who has entered into or contract of marriage with any person having a spouse living.
- b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such persons any other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rules.

5. POWER TO RELAX :

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may by order, and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. SAVING :

Nothing in these Rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to Scheduled Castes, Scheduled Tribes and other categories of persons of these Islands in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh
Lieutenant Governor (Administrator)
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(J.N. Roy)
Assistant Secretary (Revenue)

SCHEDULE- I

Recruitment Rule for the Post of Revenue Inspector/ Assistant Land Record Officer in the establishment of Deputy Commissioner, South Andaman

1.	Name of the post	Revenue Inspector/Assistant Land Record Officer
2.	No. of post	Revenue Inspector 24 ALRO 01 25 Total = 25 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', (Non-Gazetted, Non-Ministerial)
4.	Pay Band/Grade Pay/Scale of Pay	PB-1 Rs. 5200-20200 + GP Rs. 2800
5.	Whether selection or non-selection	Selection
6.	Whether benefit of added years of service admissible under rule 30 of CCS(Pension) Rules,1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by Promotion
12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion : From amongst Patwari in the Pay in PB-1 Rs.5200-20200 with GP Rs.2000 with ten (10) years qualifying service in the grade

13.	If a DPC exists, what is its composition?	Group 'C' DPC (for considering Promotion/Confirmation) consisting of : 1. Secretary (Rev.) — Chairman 2. Secretary (Perl.) — Member 3. Secretary (Law) — Member 4. Respective DC — Co-opted Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule

ANNEXURE**DUTIES AND RESPONSIBILITIES IN RESPECT OF REVENUE INSPECTORS**

1. They shall collect information in respect of each holding for each agricultural year and record it in statement Nos.1 to 6.
2. The statement shall be prepared in duplicate. One set of the statements shall be retained by the RIs and the other set shall be forwarded to the Land Records Officer on the commencement of the agricultural year.
3. Information in respect of each villages selected under rule 28 of the Land Revenue Rules shall be collected from the mutation and Khasra registers of the village and entered in two statements Nos.7 and 8. The statements shall be prepared annually for a revenue year. The statement in form 7 and 8 shall be prepared in duplicate. One set shall be retained by them and other set shall be forwarded to the Land Record Officer by 1st May of record in his office.
4. Information regarding the sale prices, the principal moneys on mortgages and the consideration for leases of occupancy holding to be made in respect of the land selected for the purposed under rule 33 shall be collected from the mutation registers and entered in two statements Nos.9 to 10. The statements shall be prepared annually for the revenue year and it shall be prepared in duplicate. One set shall be forwarded by 1st May to the Land Records Officer of record and other set will be retained by them.
5. They shall be responsible for the superintendence and inspection of the work of the Patwari of the circles under their jurisdiction.
6. They shall be responsible for the accurate preparation and maintenance by the Patwaris of the land records and subsidiary field records of the villages of the circle. They shall ensure accuracy in the preparation of field records by regularly checking, testing the work of the Patwaris.
7. They are responsible for the correct preparation maintenance and check of receipt books issued under section 117 of the Regulation.
8. They should see that all the traverse stations boundary marks of villages and of survey marks and tri-junction pillars in the villages are kept in proper repairs. They shall report to the Tehsildar all instances in which such repairs are neglected and also the names persons responsible for the maintenance of the boundary marks.
9. They shall visit each Patwari circle under charge once in fortnight.
10. They shall maintain a diary in such form as may be prescribed from time to time by the Deputy Commissioner.
11. They shall submit report to the SDO through Tehsildar on the condition of crops, rainfall prices of food grains and fodder and conditions of the people of the circle. The occurrence of any calamity, out break of cattle disease or anything useful affecting the condition of the people, crop or cattle shall be reported at once to the SDO through Tehsildar.
12. They shall themselves conduct survey or measurement or prepare any map(s) or superintend any survey operation whenever required to do so by any Revenue Officer. They shall also measure survey numbers or sub-divisions or plot numbers and demarcate them.

13. They shall conduct crop cutting experiments and crops estimations surveys as prescribed by the Deputy Commissioner.
14. They shall if so required by any Revenue Officer make such local inquiry as may be required.
15. They shall be responsible for making correct and up-to-date entries in the village note books. They shall be responsible for the correct and punctual submission of crop forecasts and agricultural prices of their respective charge for such crop on such dates and in such forms as may be from time to time prescribed by the Deputy Commissioner.
16. They shall attest all entries made by the Patwaris in the Khasra Register.
17. They shall perform such Duties and prepare and submit such returns and statements in connection with scarcity and famine operations as required by the Deputy Commissioner.
18. They are responsible for watching that each loan granted under the Land Improvement Loans Act is properly utilized and for bringing to the notice of the Tehsildar any case of mis-application. In the case of loan granted under the Agriculturists Loans Act while they are not expected to verify each loan they should keep in touch with the application of a loan to the purpose for which they were granted and should investigate cases in which mis-application is brought to notice and report the matter to the Tehsildar. If, however, the loan is granted for the purchase of cattle or implements they should verify whether the purchase is duly made.
19. They are responsible for reporting to the Tehsildar, cases of un-authorized diversion of agricultural and non-agricultural land.
20. They shall conduct inquiry into profit of agriculture and value and collect information in statements and prescribed under Chapter III of the Land Revenue Rules.
21. They shall be responsible for the preparation of record-of-rights and its accuracy.
22. They shall check the copies of the map if the Abadi whenever it is prepared by the Patwaris and shall sign all copied. They shall also check all the copies of the registers prepared by the Patwaris of the lay-out of open size of plots available for building purposes and of reserve plots.
23. They shall inspect and report changes in areas due to alluvium or diluvium.
24. They are responsible for supervision and efficient running of the circle under their respective jurisdiction. They shall attend to any other works as may be assigned from time to time by their superiors.
25. Any other duty assigned in public interest.

ANNEXURE

DUTIES AND RESPONSIBILITIES IN RESPECT OF ASSISTANT LAND RECORD OFFICER

- Maintenance of law and order under CRPF.
 - Duties under Gram Panchayat Regulation.
 - Preparation of membership registrar and rearing of claim and objection.
 - Holding of special meetings of Panchayat.
- Duties under essential commodities act (issue of ration card, checking of stocks etc.,).
 - Duties of Tax recovery officers (collection of Income Tax).
 - Issue of Local Certificates, Permanent Residential Certificates etc.
 - Duties of Assistant Electoral Registration Officer under Election Manual.
 - Procurement of grains.
 - Custom duties.
 - Checking of accounts of money lenders.
 - Recovery Officer in respect of all Govt. dues.

- Enquiry and Inspecting Officer of Taccavi loans, Block loans, Industries loans, Agricultural loans, loan under Animal Husbandry, Social Welfare etc.
- Charged Officer in respect of Census duties under Census Manual.
- Charged officer live stocks census.
- Supply of drinking water during dry season.
- Conducting of house hold survey.
- Supply of various statistics datas.
- Duties of ceiling of loans.
- Duties under Central Excise Act.
- Duties under Sales Tax Act.
- Inspection for rise mills.
- Assessment of compensation under Land Acquisition Act.
- Enquiry on issue of Gun licence.
- Reporting authority in respect of natural calamity.
- Reception of VIPs.
- Arrangements in connection with the national Functions.
- Enquiry and preparation of statements indicating assessment to be submitted to collection Land Acquisition.
- Function under Shell Fishing Regulation.
- Any other duty assigned in public interest.

SCHEDULE - II

Recruitment Rule for the Post of Surveyor & Draftsman / Revenue Draftsman in the establishment of Deputy Commissioner, South Andaman

1.	Name of the post	Surveyor & Draftsman/Revenue Draftsman
2.	No. of post	Surveyor & Draftsman - 15 Revenue Draftsman - <u>02</u> <u>17</u> Total = 17 (Seventeen) 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted, Non-Ministerial)
4.	Pay Band/Grade Pay/Scale of Pay	PB-1 Rs. 5200-20200 GP Rs. 2800
5.	Whether selection or non-selection post	Non selection
6.	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by promotion

12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion :From amongst the Surveyors/Draftsman and computers (Revenue) in the scale of pay in PB-1 Rs. 5200-20200 with GP Rs. 2400 with five years service in the respective grades and successfully completed the equivalent level of in service training provided to Patwaries and qualified in the departmental test
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Promotion) consisting of : 1. Secretary (Rev.) — Chairman 2. Secretary (Perl.) — Member 3. Secretary (Law) — Member 4. Respective DC — Co-opted Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Job Description	Attached as Annexure to Schedule

ANNEXURE**DUTIES AND RESPONSIBILITIES IN RESPECT OF SURVEYOR AND DRAFTSMAN**

1. Checking and supervising the work of Surveyors included in the theodolite surveyor.
2. Inspection of fields and conducting enquiries and submission of reports.
3. Checking the records and maps prepared by the surveyors.
4. All other works of technical nature relating to Survey and Settlement Operations.
5. Any other duty in public interest.

ANNEXURE**DUTIES AND RESPONSIBILITIES IN RESPECT OF REVENUE DRAFTSMAN**

1. Checking and Supervising computation work.
2. Checking of 'B' records.
3. Checking of traverse skeleton and plotting.
4. Checking of education of traverse area.
5. Preparation of error list.
6. Maintenance of Traverse register and 'B' records.
7. All other work relating to technical nature.
8. Issue of drawing materials, stationeries and maintenance of stock register.
9. Checking and Supervising the drawing work.
10. Checking and plotting and area extraction work.
11. Checking of map prepared in different scale.
12. Submission of returns and statement etc.
13. Maintenance of books, register and records relating to drawing work.
14. All other works of technical nature and relating to Survey and Settlement Operations.
15. Any other duty assigned in public interest.

SCHEDULE - III**Recruitment Rule for the post of Surveyor in the establishment of
Deputy Commissioner, South Andaman**

1.	Name of the post	Surveyor
2.	No. of posts	44 (Forty four) 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', (Non-Gazetted, Non-Ministerial)
4.	Pay Band/Grade Pay/Scale of Pay	PB-1 Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection or non-selection post	Not applicable
6.	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 years for male and 18-38 years for female (Relaxable upto 5 years for Govt. Servant in accordance with the instructions/orders issued by the Central Government from time to time) (The crucial date for determining the age limit shall be the closing date for receipt of application from candidates / names from Employment Exchange)
8.	Educational and other qualifications required for direct recruitment	<u>Essential:</u> (i) Secondary School Examination (Xth Std.) pass from a recognized Board. (ii) 2 years Diploma/ Certificate Course in Surveying from a recognized Industrial Training Institute(ITI) <u>Desirable :</u> One year experience in the concerned line
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not Applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/ absorption to be made	Not applicable <u>Note:</u> Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the officers of the other department in the Administration holding analogous posts on regular basis and possessing the qualification prescribed for direct recruitment at para 8
13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for considering Promotion) consisting of :</u> 1. Secretary (Rev.) — Chairman 2. Secretary (Perl.) — Member 3. Secretary (Law) — Member 4. Respective DC — Co-opted Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule

ANNEXURE**DUTIES AND RESPONSIBILITIES IN RESPECT OF SURVEYOR**

1. Dividing tract of land into villagers by following natural boundary.
2. Formation of Khandham boundary and minor circuits.
3. Preparation of location sketch.
4. Preparation of 'A' sketch.
5. Planning & Survey stone on the V/boundary/Khandam boundary minor circuits and trijunction of Individual field.
6. Observation of measurements by chain of village boundary Khandam boundary minor circuits and trijunction of Individual field.
7. Observation of traverse station by theodolite.
8. Preparation of 'B' sketch and 'B' field books.
9. Preparation of puttal sketch.
10. Preparation of filed measurement book.
11. Preparation of land register.
12. Calculation of the area of Individual plot.
13. All other works relating to technical nature.
14. Any other duty assigned in public interest.

SCHEDULE-IV**Recruitment Rule for the post of Draftsman in the establishment of
Deputy Commissioner, South Andaman**

1.	Name of the post	Draftsman
2.	No. of post	04 (Four) 2010 * Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', (Non-Gazetted, Non-Ministerial)
4.	Pay Band/Grade Pay/Scale of Pay	PB-1 Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection or non-selection post	Not applicable
6.	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 years for male and 18-38 years for female (Relaxable upto 5 years for Govt. Servant in accordance with the instructions/orders issued by the Govt. of India from time to time) (The crucial date for determining the age limit shall be the closing date for receipt of application from candidates / names from Employment Exchange)
8.	Educational and other qualifications required for direct recruitment	<u>Essential:</u> (i) Secondary School Examination (Xth std.) passed from recognized Board. (ii) 2 years Diploma / Certificate Course in Draughtsmanship (Civil) from Recognized ITI (iii) Should qualify written professional test to be conducted by the A&N Administration / any authorized recruitment agency. <u>Desirable:</u> One year experience in the concerned line

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the officers of the other department in the Admn. holding analogous posts on regular basis and possessing the qualification prescribed by direct recruitment at para 8
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Promotion) consisting of : 1. Secretary (Rev.) — Chairman 2. Secretary (Perl.) — Member 3. Secretary (Law) — Member 4. Respective DC — Co-opted Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule

ANNEXURE**DUTIES AND RESPONSIBILITIES IN RESPECT OF DRAFTSMAN**

1. Checking of E & F records.
2. Plotting of fair copies and E & F records and preparation of maps.
3. Area calculation and extraction.
4. Finalization of the area of each field.
5. Enlarging and reducing the map by Pantograph.
6. Preparation of others administrative map in different scale.
7. Operation of O.C.F. Printing machine.
8. maintenance of village map records and other important records.
9. All other work relating to technical nature.
10. Any other duty assigned in public interest.

SCHEDULE - V**Recruitment Rule for the Post of Computer (Revenue) in the establishment of Deputy Commissioner, South Andaman**

1.	Name of the post	Computer (Revenue)
2.	No. of posts	02 (Two) 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', (Non-Gazetted, Non-Ministerial)
4.	Pay Band/ Grade Pay/ Scale of Pay	PB-1 Rs.5200-20200 + GP Rs. 2400
5.	Whether selection or non-selection post	Not applicable
6.	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules,1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 years for male and 18-38 years for female (Relaxable upto 5 years for Govt. Servant in accordance with the instructions/orders issued by the Govt. of India from time to time). (The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates/names from Employment Exchange)
8.	Educational and other qualifications required for direct recruitment	<u>Essential:</u> 1. Secondary School Examination (Xth Std.) passed from recognized Board 2. 2 years Diploma /Certificate course in Surveying or Draftsmanship (Civil) from recognized ITI 3. Should qualify the departmental selection test <u>Desirable :</u> One year experience in the concerned line
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/ deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/deputation/transfer to be made	Not applicable <u>Note:</u> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the officers of the other department in the Administration holding analogous posts on regular basis and possessing the qualification prescribed for direct recruitment at para 8
13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for considering Promotion) consisting of :</u> 1. Secretary (Rev.) — Chairman 2. Secretary (Perl.) — Member 3. Secretary (Law) — Member 4. Respective DC — Co-opted Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule

ANNEXURE**DUTIES AND RESPONSIBILITIES IN RESPECT OF COMPUTER**

1. Checking of E & F records.
2. Plotting of fair copies of E & F records and preparation of maps.
3. Area calculation of the extraction.
4. Finalization of the area of each filed.
5. Enlarging and reducing the map by using Pentograph.
6. Preparation of other Administrative map in different scale.
7. Operation of O.C.E. Printing machine.
8. Maintenance of village map records and other important records.
9. All other works relating to technical nature.
10. Dividing tract of land in to villages by following natural boundary.
11. Formation of Khandam boundary and minor circuits.
12. Preparation of location sketch.
13. Preparation of eye sketch.
14. Planning of survey stone on the V/boundary/Khandam boundary minor circuits and trijunction of Individual field.
15. Observation of measurement by claim of village boundary khandam boundary, minor circuits boundary and individual field.
16. Observation of traverse station by theodolite.
17. Preparation of 'B' sketch and 'B' field books.
18. Preparation of puttal sketch.
19. Preparation of filed measurement book.
20. Preparation of land register.
21. Calculation of the area of Individual plot.
22. All other works relating to technical nature.
23. Any other duty assigned in public interest.

SCHEDULE-VI**Recruitment Rule for the Post of Store Keeper in the establishment of
Deputy Commissioner, South Andaman**

1.	Name of the post	Store Keeper
2.	No. of post	01(One) 2010 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted, Non-Ministerial)
4.	Pay Band/Grade Pay/Scale of Pay	PB-I Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection or non-selection post	Not applicable
6.	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable

7.	Age limit for direct recruitment	18-33 years for male and 18-38 years for female (Relaxable upto 5 years for Govt. Servant in accordance with the instructions/orders issued by the Govt. of India from time to time (The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates / names from Employment Exchange)
8.	Educational and other qualifications required for direct recruitment	Essential: 1. Senior Secondary School Examination (XIIth Std.) passed from recognized / Board/ Institution 2. Should qualify in the written examination conducted by the Department/SSC Desirable: 1. Five years experience in handling Store 2. Knowledge in Computer Application 3. Knowledge in typing in English or Hindi
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By deputation failing which by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Deputation from amongst LGCs of AC Cadre of A&N Admn. in the pay scale of Rs. PB-I 5200-20200 +GP 1900 or any other equivalent grade post of the DC's Establishment having 8 years regular service in the respective grade and possessing the educational qualification and experience prescribed for direct recruitment.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Promotion) consisting of : 1. Secretary (Rev.) — Chairman 2. Secretary (Perl.) — Member 3. Secretary (Law) — Member 4. Respective DC — Co-opted Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule

ANNEXURE TO SCHEDULE**JOB DESCRIPTION FOR THE POST OF STORE KEEPER**

The duties and responsibilities of Store Keeper primarily extend to receipt, proper storage, distribution, safe custody and accounting of store for which he should have adequate knowledge of material management depending on the nature of store handled.

1. He is the custodian of various store received by him;
2. He should maintain stock register, files etc of different store/ Spare parts / other store items of respective Deptt and keep the Store properly;

3. He shall be vigilant and careful while receipt and issue of the store of correct specification specified in the authorized document of stores;
4. Interaction and coordination with purchase section, if available, to maintain the minimum stock level;
5. He shall ensure codal formalities while taking stock and issue of stores;
6. He shall issue the required items from stores to other Circle/ Branches as per the requirement with proper invoice;
7. He shall extend assistance in physical verification of stores at regular interval;
8. He shall prepare duty chart in respect of watch and ward staff and supervision of watch and ward staff;
9. He shall attend to such other work as may be assigned to him by the Section Officer or any higher authorities;
10. Any other duty assigned in public interest.

SCHEDULE - VII

Recruitment Rule for the Post of Patwari in the establishment of Deputy Commissioner, South Andaman

1.	Name of the post	Patwari
2.	No. of posts	57 (Fifty seven) 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', (Non-Gazetted, Non-Ministerial)
4.	Pay Band/Grade Pay/Scale of Pay	PB- I Rs. 5200-20200 + GP Rs. 2000
5.	Whether selection or non-selection post ?	Not applicable
6.	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 years for male and 18-38 years for female (relaxable upto 5 years for Govt. Servant in accordance with the instructions/orders issued by Central Govt. from time to time (The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange)
8.	Educational and other qualifications required for direct recruitment	<u>Essential:</u> (i) Senior Secondary School Examination (XIIth std.) pass from a recognized board (ii) Should qualify written test <u>Note:</u> The selected candidates must undergo the requisite training and pass the departmental examination for Patwaries in three chances following completion of training failing which his service will be liable for termination
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/ deputation/ transfer and percentage of the vacancies to be filled by various methods	100% direct recruitment

12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Promotion/Confirmation) consisting of : 1. Secretary (Rev.) - Chairman 2. Secretary (Perl.) - Member 3. Secretary (Law) - Member 4. Respective DC - Co-opted Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Job Description	Attached as Annexure to Schedule

ANNEXURE**DUTIES AND RESPONSIBILITIES IN RESPECT OF PATWARIES**

1. Every Patwari shall maintain a daily diary and office records as under
(a). Diary – The diary shall be maintained by the Patwari in the following Performa.

Date	Name of the village visited	Work done

Before commencing the touring, a tour programme be chalked out and entered in the diary. This should be get approved by the Tehsildar at the time of monthly visit of the Patwari to the Tehsil. At the end of the each month, an abstract of the work done in the previous month stating the following particulars shall be given.

- (i) No. of days spent on tour.
- (ii) No. of night halts.
- (iii) No. of villages visited.
- (iv) Work done (No. of demarcation cases disposed off, field inspected. Local inquiry conducted etc).
- (v) Reason for deviation, if any, from approved programme.

During monthly visits to the Tehsil, the Patwari will invariably submit his diary to the Tehsildar and get it initialed in token of the Tehsildar's approval of the work done in the previous month and the programme prepared for the succeeding month. Any instructions given by the RI/Tehsildar in the diary will be duly complied with by the Patwari.

(b) Office records

- (i). Order book.
- (ii) Register of maps, instruments, books and village records.
- (iii) Inspection Book.

- (i) Order Book - The Order Book shall be maintained in the following Performa.

S. No.	Date of making entry	Full description of the orders given	Rev. case No. or memo No. & date of Order	Action taken by Patwari with date	Initials with date of RI after verification of action taken	Remarks, If any
1	2	3	4	5	6	7

The order book shall be produced by the Patwari to the Tehsildar when he attends Tehsil Office. All orders pertaining to the Patwari's areas passed in Revenue Cases and other orders having bearing on Patwari's revenue records will be got entered by the Tehsildar in the order book. At the same time the Patwari shall make note on the case record or Tehsil file stating the Serial No. etc. where the order has been recorded by him in order book and shall initial it.

- (ii) Register of maps, instruments, books and village records- The register shall be maintained in the following proforma.

S.No.	Date of receipt	From whom received	No. and date of memo, if any under which received	Initial of Patwari	Remarks, If any
1	2	3	4	5	6

Entries pertaining to the maps, records, instruments and books should be made separately leaving sufficient pages for making additions and alternations from time to time. At the time of handing over charge, the relieving Patwari shall initial the register in token of having received the records, maps instruments etc. mentioned therein.

- (iii) Inspection Book - The inspection book shall be maintained in the following proforma :-

Date of Inspection	Name & Designation of the Officer inspected	Comments of the inspecting officer	Action taken by the Patwari	Remarks, If any
1	2	3	4	5

- The inspection book shall be produced whenever any Revenue Officer or the RI visits his area. A copy of the inspection note alongwith his comments, indicating action taken by the Patwari shall be forwarded to the Revenue Inspector within a week from the date of the Inspection.
- There will be two copies of field maps of each village with the Patwari, one will be known as the settlement copy and other working copy. The fair copies of the village maps will be preserved by the Patwari with utmost care and will be issued only for reference purpose. The working copy will be used for day-to-day work and for incorporating additions and alterations. When the working copy becomes worn out or dirty, it should be sent to the District Land Records Office for issue if a fresh copy showing the latest position. The old copy should be preserved in the District Office.
- The Patwari shall keep in safety and in good condition all copies of statements, records entrusted to him and any papers which he may be required to keep under Lands Revenue Rules or the explanatory instructions there under which may be made over to his charge by the District Revenue Office.
- He shall allow any person to inspect his records and give extract or copies thereof on demand and on payment of fees as prescribed.
- On receipt of Order and paper from the Tehsildar he shall prepare, attest and transit copies of land records with him to the Tehsildar.
- He shall not under any circumstances be called on to make any copies of his land records other than those prescribed by the Land Revenue Rules.
- He shall on demand assist, officers of other department to the discharge of their duties.
- He shall work under the control of Revenue Inspector and overall control of the Tehsildar.

10. When the circle is visited by the RI, he shall report to the RI in writing:-
- (i) The death, if any, or changed in village Choudharies or Chowkidars or their prolonged absence from village.
 - (ii) The death, if without heirs of any tenant grantee or licensee.
 - (iii) Encroachments on government land or any waste land, forest of irrigation work belonging to govt. or any public way.
 - (iv) Infringement of the conditions under which any grant or lease of land is held from government.
 - (v) Destruction or decay of boundary or survey marks and alternations of village boundaries.
 - (vi) Calamities, such as bail, locusts, fires, flood, frost, pest attacks, cattle disease or epidemics.
 - (vii) Emigration or settling of cultivators.
 - (viii) The condition or crops.
 - (ix) The infraction by any person of tenant's right of Nistar or obstruction to the legal exercise of any right recorded in the Nistar Patrak or Village administrative paper.
 - (x) Ejectment of Sub-tenants or enhancement of rents, otherwise than as provided for under the law.
 - (xi) Abandonment of land by tenants of agricultural land by diluvium deposit of sand or waterlogged.
 - (xii) Permanent deterioration of agricultural land by diluvium deposit of sand or waterlogged.
 - (xiii) The permanent failure of water supply from which land is irrigated and
 - (xiv) The diverting of agricultural and Abadi land to any purpose other than that to which it was allotted.
11. Immediately on occurrence of any natural calamity, he shall report if in writing to the RI of his circle.
12. He shall immediately report it writing to the RI any infringement of the rules or orders made under section 199 of the Regulation.
13. Immediately on the occurrence of any calamity such as bail, locusts, fires, flood, frost, pest attacks, cattle disease or epidemics of man and animal, damage to crops or property due to any other cause he shall report it in writing to the RI of his circle.
14. He shall assist the Choudhari of the village in collection of land revenue and an other government dues and in other matter as may be necessary.
15. He shall communicate without delay to the nearest Magistrate or to the Officer-in –charge of the Police Station or out-post in the jurisdiction of which the village lies, any information which he may obtain respectively.
- (a) The permanent or temporary residence of any notorious receiver or vendor of stolen property.
 - (b) The resort to any place within or the passage such village of any person whom he know, or reasonably suspects to be a robber escape convict or proclaimed offender.
 - (c) The commission of or intention to commit any non-bailable offence or any offence punishable under section 143, 144, 145, 147 and 148 IPC.
 - (d) The occurrence of any sudden or unnatural death or of death under suspicious circumstances.
 - (e) Any other matter likely to affect the law and order, theft of government property etc.

16. He shall assist the Revenue Officers in any survey field inspection, record of crops, inspection and revisions of maps or reports relating to rent or revenue or circumstance of cultivation etc.
17. He shall prepare for the purpose of assessing grazing or other dues such statements, returns or lists as may be prescribed from time to time by the Deputy Commissioner.
18. He shall prepare such statements, returns or lists dealing with the assessments of water rates as may be prescribed by the Deputy Commissioner from time to time.
19. He shall prepare such statements, returns or list dealing with the assessments of compensation payable under the Land Acquisition Act or for damage to crops caused by camps of exercise of other military maneuvers.
20. He shall prepare such statements and records and returns for each village as may from time to time be prescribed by the Deputy Commissioner.
21. He shall perform such duties and submit such returns and statements in connection with the scarcity and famine operations as may, from time to time be prescribed by the Deputy Commissioner.
22. He shall verify application of all land improvement loans under the land improvement loans Act or Agriculturist Loans Act. He shall also verify whether the loan is duly utilized for the purpose for which it was sanctioned.
23. For the purpose of reporting encroachments referred in clause (3) of rule, 91 he shall maintain a register of encroachment in the Form E appended to the Revenue Rules.
24. He shall prepare a sketch of each encroachments detected in duplicate according to scale and after retaining a copy of it, shall handover the other with his report the RI.
25. He shall report to the Deputy Commissioner the extract of removal of minerals from a quarry without lawful authority.
26. He shall perform such a duties in connection with decennial census, livestock census and elections or any other matter they from time to time prescribed by the Deputy Commissioner.
27. He shall prepare reports, statements and returns relating to crop forecasts, crop estimation surveys, land utilization and any other statistical returns as may be prescribed from time to time by the Deputy Commissioner.
28. He shall prepare a rough note book in form 'F' in which he shall note the particulars required under the various heading. These particulars should be gathered from the record deemed to be record of right under rule 133 of the Revenue Rules and from such information as he can collect by local inquiry.
29. If there is a dispute about any entry proposed to be made in the rough note book, he shall leave such entry blank and shall record the particulars of the dispute in the register of disputed case which shall be maintained in form 'G'.
30. All persons known to be likely to have interest in the entries which are to be made in the record of right shall be individually noticed to appear on a date to be specified therein to represent their interest.
31. On finalization of disputes entries shall be made on the relevant column of the record-of-right which shall be checked by the RI, Naib Tehsildar, Tehsildar, SDO and Land Record Officer.
32. He shall maintain a mutation register and register of disputed cases on form 'H' and form 'G' respectively.
33. On receipt of a report of acquisition or transfer of any right of interest in writing from any person or on receipt of verbal information, he shall made appropriate entries in the mutation register. He shall give a written examination acknowledgement of form 'I' for all such reports made in writing.

34. A copy of the entries made in the mutation register shall be published by him on the notice board and in the office of the Gram Panchayats of the village concerned. He shall simultaneously issue notice in form 'J' to every individual affected by such entries requiring him to submit his objection, if any within a period of 15 days from the date of notice.
35. He shall issue a written acknowledgement in form 'K' in respect of every objection received by him in respect of a mutation entry. If there is any dispute about any entry, he shall immediately cause appropriate entry to be made in the register of disputed cases.
36. When the entries in the mutation register of the villages have been certified, they shall at once be transferred by him to the record of right register, Khasra and other village records by recording them below the old entry or where the changes are small by correcting the old entry. Such new entries or corrections shall be made in red ink and shall be initialed by the certifying officer.
37. The record of rights shall be re-written after every five years or such longer period as the Deputy Commissioner may direct.
38. When the record-of right is rewritten a new series of holding number shall be arranged alphabetically.
39. The following fees shall be charged for inspection of maps, record of right and land records or for issue of certified extracts there from or certified copies thereof by the Patwari.
 - (a) Inspection – 50 paisa per half an hour or part thereof.
 - (b) Copies of entries in the land records and record of right - 50 paisa per entry.
 - (c) Copies of filed map- 50 paisa per survey number or part thereof.
40. He shall issue a receipt in form AC for the amount so collected to the Tehsildar once in fortnight.
41. He shall prepare the following land records for every village in additions to village field map and record of right.
 1. Khasra in form 'B'
 2. Nistar Patrak or village administration paper in form 'L'
 3. Register of boundary pillars in form 'M'
 4. Register of mutation in form 'H'
 5. Register of encroachment of govt land on form 'E'.
 6. Register of taccavi loans and other govt. dues in form 'N'
 7. Register of village house sites in form 'O'.
42. He shall also maintain the following subsidiary field records:-
 1. Return of abandonment or surrender in form 'P'
 2. Return of livestock in form 'Q'
 3. Chanda report on form 'R'
 4. Jamabandhi statement in form 'S'
 5. Annual rent roll in form 'T'
 6. List of defaulters in form 'U'
 7. Report regarding crop cutting experiments in form 'V'
 8. Crop statement or Chitha in form 'Y'
 9. Report regarding damage to crops by elephants and other animals in form 'X'
 10. Area statements of Chitha in form 'Y'
 11. Such other records as may be prescribed from time to time by the Deputy Commissioner.

43. He shall prepare the statement of defective or missing boundary marks for purposes of sub-section (2) of section 99 and sub-section (1) of section 100 in form 'R'.
44. At the end of November in each year , he shall give written notice to every holder on whose land the boundary or survey marks are defective calling upon him to put them into proper repair before the first day of March next following.
45. He shall prepare a statement in unoccupied land available in each village from the record prepared under section 194 of Land Revenue Regulation and submit the same to the Tehsildar by the 30th September each year.
46. He shall cause inquiry and furnish reporting respect if any other matter as may be assigned from time to time by his superiors.
47. He shall attend to any other work as may be assigned from time to time by the Deputy Commissioner and Superiors.
48. Any other duty assigned in public interest.
